

**Central Falls Detention Facility Corporation Meeting Minutes**  
**Monday, October 17, 2016**

**Wyatt Detention Facility Training Building**  
**935 High Street**  
**Central Falls, RI 02863**  
**5:30 P.M.**  
**TDD/TTY 401-727-7450**

A meeting of the Central Falls Detention Facility Corporation was held on the above date in the Training Building at 5:30 p.m.

1) Call to Order/Roll Call

Present: Chairman Gallant  
Director Gardner  
Director Gonsalves

Absent: Director Silva

2) Pledge of Allegiance

3) Public Comments – none

4) Approval of Minutes 08/15/16  
09/29/16

A motion was made by Director Gonsalves to approve the minutes of the August 15, 2016 and September 29, 2016 meetings and seconded by Director Gardner. All board members voted in the affirmative and the motion passed.

Chairman Gallant requested a motion to move agenda #6 New Business out of order and discuss before #5 Executive Session.

Director Gonsalves made the motion to move item #6 New Business out of order and seconded by Director Gardner.

5) New Business

A. Report of the CFO

CFO Cuzzupe presented the following:

The following is a brief summary of the financial results for Central Falls Detention Facility Corp. for the period ended **July 31, 2016**.

## REVENUE

Total revenue for the month was approximately \$1.8 million dollars. Revenue for the month was favorable to budget by \$127 thousand dollars. The budgeted ADP was 510 for the month compared to the actual of 527. YTD Revenue is \$12.1 million dollars, \$574 thousand dollars favorable to budget.

## OPERATING EXPENSES

Total operating expenses for the month were approximately \$1.5 million dollars. Total operating expenses for the month were \$23 thousand dollars favorable to the budget.

### Salaries and Fringe

Total salaries and fringe were approximately \$1.1 million dollars, \$28 thousand dollars unfavorable to budget. Attributable to higher than budget overtime for \$72 thousand dollars due to covering vacancies (constant observations, hospital details) lower than expected salaries of \$35 thousand dollars, and lower health insurance reimbursements of \$9 thousand dollars. (The reason for the lower salaries is the budget was built showing the new class bringing us to 116 officers where the actual is far less than that and OT is used to backfill the open posts).

### Inmate Care Expenses

Total inmate care expenses were approximately \$137 thousand dollars, 7 thousand dollars unfavorable to budget. Due to higher than expected detainee medical supplies and materials of \$3 thousand dollars, recreation expense \$2 thousand dollars and \$2 thousand dollars in detainee payroll.

### Direct & Administrative Expenses

Total direct and administrative expenses were approximately \$95 thousand dollars, and were \$60 thousand dollars favorable to budget due to lower than expected legal fees of \$55 thousand dollars. (Bondholder \$35 thousand dollars, Corporate \$18 thousand dollars and legal settlements of \$2 thousand dollars), lower consulting fees of \$2 thousand dollars, and lower vehicle repair and maintenance expense of \$3 thousand dollars.

### Insurance Expense

Total insurance expenses were approximately \$49 thousand dollars and \$1 thousand dollars favorable to budget due to our general liability insurance renewing at a lower rate.

### Building & Utility Expenses

Total building and utility expenses were approximately \$140 thousand dollars, \$3 thousand dollars unfavorable to budget. This was due to higher than budgeted building repairs of \$2 thousand dollars and higher than expected utilities of \$1 thousand dollars.

## OPERATING INCOME

Operating income for the month was \$290 thousand dollars, \$150 thousand dollars favorable to budget. The increase is the primary result of the addition in revenue of \$127 thousand dollars related to the higher than anticipated ADP and lower than expected operating expenses of \$23 thousand dollars.

## NON-OPERATING REVENUE/EXPENSE

Non-Operating Expenses for the month were \$825 thousand dollars, \$3 thousand dollars unfavorable to budget due to lower than expected depreciation expense of \$6 thousand dollars and an interest penalty that was higher than expected of \$9 thousand dollars. (Budgeted interest penalty was \$33 thousand dollars and actual was \$42 thousand dollars (not making timely deposits into the AIG account).

## CHANGE IN NET ASSETS

Change in net assets for the month was a decrease of \$535 thousand dollars compared to a budgeted decrease of \$682 thousand dollars.

## CASH

The following are the cash balances in the trustee accounts as of July 31, 2016:

### **US BANK**

General Revenue Fund	\$ 1,790,722
Debt Service Fund	\$ 291,213
Debt Service Reserve Fund	\$ 48,942
Capital Improvement Fund	\$ 0
Operations & Maintenance Fund	\$ 749,090
Fees & Expenses Fund	\$ 196,355
Bondholder Account	\$ 2,270,652

### **BANK OF AMERICA**

Operations & Maintenance	\$ 41,914
Vendor Payments	\$ 424,304
Payroll	\$ 20,300

The following is a brief summary of the financial results for Central Falls Detention Facility Corp. for the period ended **August 31, 2016**.

## REVENUE

Total revenue for the month was approximately \$1.8 million dollars.

Revenue for the month was favorable to budget by \$97 thousand dollars. The budgeted ADP was 510 for the month compared to the actual of 525.

YTD Revenue is \$13.8 million dollars, \$672 thousand dollars favorable to budget.

## **OPERATING EXPENSES**

Total operating expenses for the month were approximately \$1.6 million dollars.

Total operating expenses for the month were \$84 thousand dollars unfavorable to the budget.

### Salaries and Fringe

Total salaries and fringe were approximately \$1.2 million dollars, \$118 thousand dollars unfavorable to budget. Attributable to higher than budget overtime for \$118 thousand dollars due to covering vacancies (constant observations, hospital details).

### Inmate Care Expenses

Total inmate care expenses were approximately \$152 thousand dollars, 22 thousand dollars unfavorable to budget. Due to higher than expected detainee medical supplies and materials of \$3 thousand dollars, and higher food service costs of \$19 thousand dollars. (5 week period).

### Direct & Administrative Expenses

Total direct and administrative expenses were approximately \$95 thousand dollars, and were \$60 thousand dollars favorable to budget due to Lower than expected legal fees of \$48 thousand dollars. (Bondholder 35 thousand dollars, Corporate \$11 thousand dollars and legal settlements of \$2 thousand dollars), lower consulting fees of \$10 thousand dollars, and lower marketing/advertising expense of \$2 thousand dollars.

### Insurance Expense

Total insurance expenses were approximately \$56 thousand dollars and \$2 thousand dollars unfavorable to budget due to our general liability insurance and auto insurance renewing at a higher rate.

### Building & Utility Expenses

Total building and utility expenses were approximately \$139 thousand dollars, \$1 thousand dollars unfavorable to budget. This was due to higher than budgeted building repairs of \$1 thousand dollars.

## **OPERATING INCOME**

Operating income for the month was \$152 thousand dollars, \$13 thousand dollars favorable to budget. The increase is the primary result of the addition in revenue of \$97 thousand dollars related to the higher than anticipated ADP and higher than expected operating expenses of \$84 thousand dollars.

## **NON-OPERATING REVENUE/EXPENSE**

Non-Operating Expenses for the month were \$784 thousand dollars, \$5 thousand dollars favorable to budget due to lower than expected depreciation expense of \$5 thousand dollars.

## **CHANGE IN NET ASSETS**

Change in net assets for the month was a decrease of \$631 thousand dollars compared to a budgeted decrease of \$649 thousand dollars.

## **CASH**

The following are the cash balances in the trustee accounts as of

August 31, 2016:

### **US BANK**

General Revenue Fund	\$ 2,068,317
Debt Service Fund	\$ 291,213
Debt Service Reserve Fund	\$ 48,944
Capital Improvement Fund	\$ 0
Operations & Maintenance Fund	\$ 610,302
Fees & Expenses Fund	\$ 196,372
Bondholder Account	\$ 2,270,652

### **BANK OF AMERICA**

Operations & Maintenance	\$ 258,090
Vendor Payments	\$ 166,233
Payroll	\$ 20,300

Chairman Gallant asked CFO Cuzzupe if we can make payments using the Debt Service Fund. CFO Cuzzupe stated it was the Trustee Holder Fund.

Chairman Gallant asked why there was an increase in the inmate care account. CFO Cuzzupe stated it was for buying basketballs, new hoops etc.

Chairman Gallant asked what the ADP was today. Warden Martin responded the count today was 525.

Chairman Gallant asked about the Capital Expenditure projects. Warden Martin responded one was for an RFP for a new camera system and the other was for PBI tanks.

Director Clifford said the #1 tank is unrepairable. We have three (3) tanks and are using two (2). Each tank has a life expectancy of ten (10) years.

Director Gonsalves asked if any interest payment had been made. CFO Cuzzupe answered that Forbearance payments are not being made.

Director Gardner made a motion to accept the report of CFO Cuzzupe for the period ending July 31, 2016 which was seconded by Director Gonsalves. All board members voted in the affirmative and the motion passed.

Director Gardner made a motion to accept the financial report of CFO Cuzzupe for the period ending August 31, 2016 which was seconded by Director Gonsalves. All board members voted in the affirmative and the motion passed.

## **B. Report of the Warden**

### **ADP:**

Today's Count: 521 (3:00am)

EOD: 525

August ADP: 525

September ADP: 503

2016 YTD ADP: 524

<b><u>Month</u></b>	<b><u>Admissions</u></b>	<b><u>Releases</u></b>	<b><u>Variance</u></b>
<b>August</b>	<b>97</b>	<b>117</b>	<b>-20</b>
<b>September</b>	<b>88</b>	<b>90</b>	<b>-2</b>
	<b>YTD Variance</b>		<b>+7</b>

### **SUICIDE WATCH HOURS:**

- 2016: 1172 hours = \$26,370 thousand dollars

### **STAFFING:**

- FTE's as of 10/14/16: 169.44
- Leaves: 5 (5 Unpaid)

<b>Title</b>	<b>#Authorized</b>	<b>#Filled</b>	<b>#Vacant</b>	<b>#Active</b>
Correctional Officers	140	98	42	95
Sergeants	20	15	5	15
Lieutenant	3	3	0	3
Captains	5	4	1	4

- There have been three staff resignations since the last board meeting- Kayla Donnelly (CO), Russell Gorman (CO), Linda St. Pierre (Chief of Support Services) and six (6) Cadets from Class 39. Ten cadets remain in the Academy.
- There are three officer resignation (Justin Mastrofino 10/13/16; John Antunes 10/14/16, and Nathan Goralnik 10/13/16). All going to Fort Devens.

- A new per diem Registered Nurse, Sharon DiRaimo has been hired. Kolu Clark, Nurse Practitioner, began work September 6<sup>th</sup> after completing NEO.

### **EFFICIENCIES/COST SAVINGS**

- Fred had a meeting with Constellation Energy regarding Solar Power for the Training Building. He is waiting for them to get back to him with the engineers recommendations regarding weight load on the roof.
- We're going through contracts to see where we can save.
- The RFP for the camera system has been forwarded to PLDW for review.
- We are working on getting information for a new phone system through Cox Cable. Our existing Cisco system is at end of life and they do not offer the support to manage the system.

### **OUTREACH & NETWORKING**

- Training Building Partnership: Fred spoke with Mayor Diossa on Thursday 10/13. The Mayor stated that the contract was in the hands of the city's legal team and the he will get back to Fred Friday 10/14 or Monday 10/17.
- The Mayor also stated that everything looks good to go regarding the gym floor and they will be in contact. Presently, the proposal is with our attorneys for review.
- Fred represented the Wyatt at the ground breaking for the new city health center on Saturday 10/8.
- Fred attended a Press Conference with the Mayor and Central Falls Prevention Coalition on being awarded a Federal Grant to fight and educate youth on drug use.
- Fred is working with the Progresso Latino and Central Falls Prevention Coalition on Winter Coat Drive, Food Drive, Thanksgiving Meal, Christmas Meal and Trim a Tree gifts for 20 needy families.

### **CAPITAL PROJECTS UPDATE:**

- Working on closing 2016 Capital Projects.
- The PVI hot water tank is still in process. The number #1 Tank that was to have the coils and burner replaced was not repairable. The contractor is looking into adding a 1000 gallon storage tank in place of the #1 tank. We are waiting on quotes.
- Working on 2017 Capital Project List.

### **MARKETING:**

- The monthly payment was made to the City of Central Falls.

## **INCIDENTS:**

- In the month of September we had:

0 Code Blues

3 Use of Force:

- 2 detainees refused to unblock their cell window (Philip Malaguti and Quran Rowell).
- 1 detainee who refused to stop kicking his cell door and yelling loudly (Joseph Fagone)
- 1 detainee who flooded out his cell and spread feces on cell window and trap (Jason Shepard).

1 Code Red resulting from burnt popcorn in the microwave.

- Overall, we have had a 50% reduction in significant incidents.

## **AUDITS AND REVIEWS:**

- The United States Marshals Service Quality Assurance Review (QAR) official report was received and noted a few deficiencies. I met with all Department Heads to review their Action Plans and all deficiencies have been addressed and corrected.
- In anticipation of our DVR update, I attended a review of the camera system at the Providence Convention Center.
- Our SRG graduation was held on September 16<sup>th</sup>. Four (4) detainees completed the program.
- Rhode Island U.S. Marshal Jamie Hainsworth met with me for a facility update on September 21st.
- FOP wage reopener meetings were conducted throughout the month with the union ratifying the contract on September 19<sup>th</sup>. The Board approved the new wage plan on September 29<sup>th</sup> at a special Board Meeting.

Director Clifford stated that the City of Central Falls did not want to re-seal the floor of the gym, but wanted to install state-of-the-art flooring in anticipation of using the Training Building as a Community Center.

Chairman Gallant asked HSA White how the new Nurse Practitioner was working out and if she will stay. HSA White stated that she is not as independent as the previous Nurse Practitioner and expects her to stay for a year.



Director Gardner commented that the suicide watch hours are down substantially from 2015.

Warden Martin responded that the medical and mental health intake screening contributed to the low figure plus the type of population currently housed.

A motion was made by Director Gardener to accept the Warden's report and Director Gonsalves seconded. All board members voted in the affirmative and the motion passed.

A motion was requested by Chairman Gallant to table Section B under New Business items, take #5 out of order and move into Executive Session pursuant to R.I.G.L. § 42-46-5 for the following purpose:

A. R.I.G.L. § 42-46-5(a) (2) for the purpose of discussing facility reorganization and potential compensation of senior staff.

A motion was made by Director Gonsalves to table section B under New Business and take #5 out of order and Director Gardner seconded. All board members voted in the affirmative and the motion passed.

The motion to take #5 out of order and move into executive session was made by Director Gardner and seconded by Director Gonsalves. All members voted in the affirmative and the motion passed.

A motion to return to open session was made by Director Gardner and seconded by Director Gonsalves. All members voted in the affirmative and the motion passed.

No votes were taken in the Executive Session.

6) New Business

C. Class 40

Warden Martin stated that the new HR Director Magdalena Ramos has only been on board for a few weeks, but is expected to have the Human Resource area up and running smoothly very soon. Our current officer count is at 98. Class 38 started at 16 and is now at 10. With the new wage agreement, we hope to start a Class 40 and attract more candidates.

Chairman Gallant stated the higher rate should attract more applicants.

Director Gonsalves asked if we would extend the application time frame.

Warden Martin stated that extending the application time would benefit Director Ramos in processing the applicants. We will also modify the classes to four (4) weeks instead of five (5).

Director Gardner asked if he could take some applications as he knows of some people interested in the next class.

Chairman Gallant stated the Board discussed the facility reorganization and compensation of senior staff during Executive session and can now make recommendations during in Open Session.

Warden Martin stated that we identified a need for extra staff and have added functions to current positions. In doing that, we proposed increases to Executive Staff (handout). We have re- aligned some positions. The

Director of Professional Standards and Audits will report directly to the Warden, as will the Training Coordinator Sergeant. Aramark Food Service will report to Fred Clifford and the Mail Supervisor will report to the Chief of Security. Captain Dalpe, Compliance Captain, will report directly to the Warden. We have reduced the three (3) Accounting Clerks to two (2), using the extra position to add a full time Recruitment position reporting directly to Ms. Ramos, HR Director.

Chairman Gallant recommended an increase to Gregory Richard, Chief of Security from \$76,500 thousand dollars to \$81,000 thousand dollars.

The motion to raise the salary of the Chief of Security to \$81,000 thousand dollars was made by Director Gardner and seconded by Director Gonsalves. All members voted in the affirmative and the motion passed.

Chairman Gallant recommended an increase to Fred Clifford, Director of Facilities and Procurement from \$71,400 thousand dollars to \$76,000 thousand dollars.

The motion to raise the salary of the Director of Facilities and Procurement to \$76,000 thousand dollars was made by Director Gonsalves and seconded by Director Gardner. All members voted in the affirmative and the motion passed.

Chairman Gallant recommended an increase to David Tomasso, Director of Professional Standards from \$63,750 thousand dollars to \$68,000 thousand dollars.

The motion to raise the salary of the Director of Professional Standards to \$68,000 thousand dollars was made by Director Gardner and seconded by Director Gonsalves. All members voted in the affirmative and the motion passed.

Chairman Gallant recommended an increase to Bonnie White, Health Services Administrator from \$89,549 thousand dollars to \$92,000 thousand dollars.

The motion to raise the salary of the Health Services Administrator to \$92,000 thousand dollars was made by Director Gonsalves and seconded by Director Gardner. All members voted in the affirmative and the motion passed.

Chairman Gallant recommended an increase to Jean Singleton, Programs Director from \$71,400 thousand dollars to \$74,000 thousand dollars.

The motion to raise the salary of the Programs Director to \$74,000 thousand dollars was made by Director Gardner and seconded by Director Gonsalves. All members voted in the affirmative and the motion passed.

Chairman Gallant recommended an increase of \$1.00 dollar per hour to the base salary of David Dalpe, Operations Captain, raising his salary from \$64,708.80 thousand dollars to \$66,788.80 thousand dollars.

The motion to increase the salary of the Operations Captain by \$1.00 dollar per hour, raising his base salary to \$66,788.80 thousand dollars was made by Director Gonsalves and seconded by Director Gardner. All members voted in the affirmative and the motion passed.

Chairman Gallant stated that these changes and compensations are subsequent to the retirement of Linda St. Pierre, Chief of Support Services, and her salary disbursed to senior staff. Her salary was \$76, 500 and

some of those monies have been disbursed leaving an overall savings of \$56,660 thousand dollars. The Board will always continue to address the salary of all employees.

A motion to seal the minutes of the executive session was made by Director Gardner and seconded by Director Gonsalves. All members voted in the affirmative and the motion passed.

A motion to adjourn was made by Director Gardner and seconded by Director Gonsalves. All board members voted in the affirmative. The motion passed, and the meeting of 10/17/16 was adjourned.